

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Deputy Director - Finance & IT

Revision Date: 07/14

EEO Category: Official/Administrator

Status: Exempt (Executive)

Control No: 20354

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision of the Finance & Information Technology Director, performs major accounting and financial reporting activities and supervises Finance Division personnel.

III. Essential Duties:

- Assists Finance & IT Director with duties when needed and assume those duties when the Director is unavailable.
- Hires, trains, disciplines, motivates and directs accounts payable and payroll personnel.
- Aid budget staff in balancing to audited numbers and advise with respect to accounting matters.
- Provides sales tax data in a format which is helpful for audits.
- Provides continuing disclosure information to Electronic Municipal Market Access (EMMA).
- Provides transparency data to the State as required.
- Responsible for reviewing bank and investment reconciliations.
- Ensures subsidiary ledgers are balance daily to the general ledger.
- Prepares and reviews the monthly budget reports and annual financial statements.
- Works with auditors on yearly financial audit, including audit working papers.
- Supervises functions of accounting including agreements, inter-fund charges, fixed assets, accounts payable, payroll liabilities, debt service, arbitrage calculations, capital projects, and special revenue funds.
- Reviews all entries required to have all governmental, and debt service funds stated in accordance with GAAP.

IV. Marginal Duties:

- Provides other city departments with budget information; answers questions from other departments on special financial information needs; performs miscellaneous special accounting projects.
- Performs other duties, as assigned

V. Qualifications:

Education: Bachelor's degree in public administration, business administration, accounting and/or related field required. MPA/MBA/MAcc and/or CPA desired.

Experience: Five years related work experience, including at least three years municipal administration and supervisory experience. May substitute up to two (2) years additional education for two (2) years experience, except required supervisory experience.

Certificates/Licenses: Requires a valid Utah Driver's Licenses.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles of management, supervision, auditing, planning, budgeting, general and governmental accounting, governmental finance principles and practices; purchasing principals and practices; research and analysis; Utah state fiscal procedures act; computer capabilities and applications, including spreadsheets, databases and word processing; correct use of the English language, spelling and vocabulary; mathematics.

Responsibility for: Great responsibility for important City records dealing with confidential matters; making decisions affecting the activities of other people; the care, condition, and use of materials, equipment, and money; supervision of accounting, payroll and accounts payable personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions. Some contact with the Mayor, city management staff and elected bodies on matters requiring explanations and discussion; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Regular use of a personal computer (spreadsheet, database and word processing) and telephone, frequent use of a 10-key machine, printer, copier, and fax machine.

Analytical Ability: Organize, establish and delegate meaningful goals and assignments; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement policy and procedures affecting fiscal management, security and City operations; apply complex concepts to the solution of problems.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and exposure to stress and fatigue. Frequent exposure to deadlines. On-going contact with employees and the general public. Regular attendance and occasional overtime is necessary. Some weekend and evening work is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create an employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____